

# Schoolinks: Student Requesting Letters of Recommendation

## 1. Accessing the College Application to request a Letter of Recommendation

Start by clicking the **Colleges** icon, then **College Applications**.

## 2. Select the College Application

**Note:** If you haven't started tracking any college applications in Schoolinks yet, you should grab a handout on the "How To" table with those instructions. Here, you will select the application for which you need to request a letter of recommendation by clicking on the School or the **Edit** pencil.

The screenshot displays the 'Submission Tracker' interface in 'Student Demo Mode'. The top navigation bar includes 'Exit Demo', 'Switch User', and the user profile 'Jacob Metz'. A left sidebar contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, and FINANCES. The main content area is divided into three columns:

- Not Started (2):** 'Select a school from your Final List to begin tracking your application.' It lists 'Southwestern University' and 'Texas State University' with right-pointing arrows. A 'View Final List' button is at the bottom.
- In Progress (2):** 'Select a school to edit details and check off requirements.' It lists 'Rice University' and 'Baylor University', both with 'Early Decision | 11/1/2020' and edit pencil icons. An orange arrow points to the pencil icon for Baylor University. A '+ Add School' button is at the bottom.
- Completed (0):** 'Select a school to update details and view completed requirements.' It shows 'No Completed Applications' and a '+ Add School' button.

At the bottom, there is a 'Will Not Complete (0)' section and a 'How to use this feature ?' button with a help icon.

### 3. Adding a Letter of Recommendation

On the college's application requirement page, if the school requires a specific number of recommendations you will click on **Add Recommender**. If requirements are optional you will click on **Request Teacher Recommendation**.

The screenshot displays the 'College Application Manager' interface for the University of Pennsylvania. The top navigation bar includes 'College Application Manager', 'Student Demo Mode', 'Exit Demo', 'Switch User', and the user's name 'Elizabeth Kha'. The main content area shows the application setup for the University of Pennsylvania, with a status of 'In Progress'. A table lists application requirements, including 'Regular Decision' with a deadline of 'Jan 05'. The 'TEACHER RECOMMENDATIONS' section indicates that 2 recommendations are required and provides instructions from the college. Two 'Add Recommender' buttons are highlighted with a red box. The 'COUNSELOR DOCUMENTS' section lists required documents such as 'Initial Transcript', 'Mid Year Transcript', and 'Counselor Recommendation'.

### 4. Selecting your Recommender

#### Adding a Recommender

You have a few options when it comes to determining who you would like to request an evaluation from:

1. Choose an existing recommender
2. Request a recommendation from a new teacher with an account
3. Request a recommendation from a new teacher without an account

## Request Teacher Recommendation



Select the type of recommendation.

### General (Most common)

Not specific to a college and can be assigned to any application



### College-specific

Customized for this college and can only be assigned to this application



Your school has disabled college-specific recommendations.

Assign a teacher to complete a teacher evaluation for **Baylor University**. They'll receive an invitation to fulfill your request on SchoolLinks.



If this college requires a counselor recommendation, it will be automatically requested in "Counselor Documents".

Search teachers

Justin Mills	1	<b>PENDING</b>
Ben James		<b>PENDING</b>
Katie Smith counselor@test.com		2
Counselor SchoolLinks counselor@schoolinks.com		
Aaron Harper AHarper@counselor.com		
Nathan Hart NHart@counselor.com		

### Choose an existing recommender to assign to this application

If you have already requested a teacher evaluation for another school, you can assign an existing teacher to this school. These teachers will show up as Pending, Declined, or Fulfilled depending on the status of the already submitted recommendation.

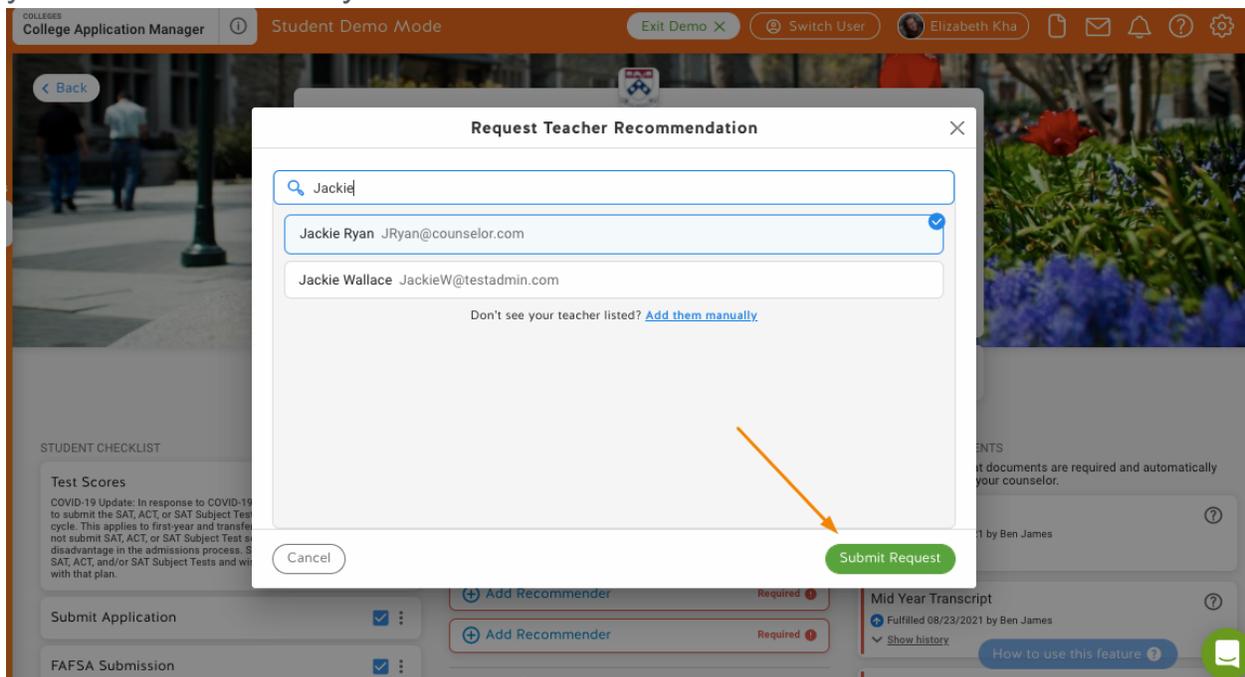
### Request a recommendation from a new teacher who has a SchoolLinks account

You can also request a recommendation from a new teacher by searching for them by name in the search field.

### Request a recommendation from a new teacher who does NOT have a SchoolLinks account by adding them manually

If after searching for your teacher you don't see the teacher listed, you can click **Add them Manually**. This will open up an option for you to provide their First and Last Name and Email to request a recommendation from them. Note: You must use the search first in order to see this option.

After you've selected or added your recommender, click **Submit Request**. We'll send them an email with a link to add a letter of recommendation for you, and you can see when they've submitted their recommendation.



## 5. Tracking and Editing your Letters of Recommendation

Requesting a recommendation is only the beginning of the process - the next step is ensuring that the teacher completes the request. If you'd like to check on the status of all of your requests for a Letter of Recommendation (non-Common App) or Teacher Evaluations (Common App) or want to change your recommender to someone else, you can do so in [Tracking and Editing Teacher Evaluations and Letters of Recommendation](#).